

STANDARD NOTE		CSOSS ID	
CSOSS TECHNICAL FEEDBACK REPORTING SYSTEM		SN 7/CS	
DESCRIPTION: I. INTRODUCTION II. USING THE TECHNICAL FEEDBACK REPORTING SYSTEM III. URGENT TECHNICAL FEEDBACK REPORT IV. ROUTINE TECHNICAL FEEDBACK REPORT V. TECHNICAL FEEDBACK REPORT MAILING ADDRESS VI. FIGURES			
<p>I. <u>INTRODUCTION</u></p> <p>A. The CSOSS Technical Feedback Reporting System is the means by which recommendations are made for changing CSOSS. Any Naval activity may originate these requests. The instructions given in this Standard Note cover the proper preparation of a Technical Feedback Report (TFBR) and other aspects of the Technical Feedback Reporting System.</p> <p>II. <u>USING THE TECHNICAL FEEDBACK REPORTING SYSTEM</u></p> <p>A. Submit TFBRs to accomplish the following:</p> <p>1. Obtain replacement documents, status boards, binders, and binder inserts.</p> <p>2. Recommend approval of revisions for:</p> <p>a. Procedural changes to correct document errors.</p> <p>b. Configuration changes for authorized permanent equipment installations.</p> <p>B. If a reply to a routine TFBR is <u>not</u> received within (60) days of the TFBR mailing date, submit a tracer request, via Standard Naval Letter, to Fleet CSOSS Development and Implementation Team (FCDIT) identifying the delinquent TFBR serial number.</p> <p style="text-align: center;">NOTE</p> <p>Local changes to CSOSS are <u>not</u> authorized except as described in NAVSEA Instruction 4790.7B and COMNAVSURFLANT Instruction 4790.20B/COMNAVSURFPAC Instruction 4790.9C.</p> <p>III. <u>URGENT TECHNICAL FEEDBACK REPORT</u></p> <p>A. An Urgent TFBR describes a technical discrepancy that could cause damage to equipment or injury to personnel. This category was established to provide rapid resolution of CSOSS technical discrepancies related to genuine operational needs.</p> <p>B. Submit an Urgent TFBR by PRIORITY message to FCDIT LITTLE CREEK VA. Information addressees shall include COMNAVSEASYSCOM WASHINGTON DC, the cognizant Type Commander (TYCOM), and PHD NSWC PORT HUENEME CA (Code 4C00). The message shall contain the following information (see Figure 1):</p> <p>1. CSOSS SSIC N03500</p>			
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<ol style="list-style-type: none"> 2. An Urgent TFBR number consisting of the current year and the sequential position based upon the next sequential TFBR number the originator will submit (e.g. 01-002). 3. The CSOSS ID of the CSOSS document(s) involved (e.g. CP 4/EWS). 4. A detailed description of the problem. 5. The recommended solution citing appropriate justification and any reference documentation. <p style="text-align: center;">NOTE</p> <p>Review each Urgent TFBR to ensure it is a valid Urgent submission as defined in Section III.A.</p> <p>C. Urgent TFBRs are processed as follows:</p> <ol style="list-style-type: none"> 1. The Commanding Officer may authorize a preliminary pen and ink change to CSOSS pending official guidance from FCDIT. 2. FCDIT provides guidance by message. This is accomplished in 1 to 10 working days depending upon the complexity of the issue. TYCOM monitors/provides assistance as necessary. 3. The Commanding Officer authorizes final pen and ink change to CSOSS in accordance with message guidance. 4. FCDIT forwards corrected documents to the ship within 15 working days of the guidance message. <p>IV. ROUTINE TECHNICAL FEEDBACK REPORT</p> <ol style="list-style-type: none"> A. A Routine TFBR may be one of two categories, 'A' or 'B'. Category 'A' TFBRs are requests for CSOSS materials. Category 'B' TFBRs describe technical discrepancies that are <u>not</u> urgent. The recommended revision could be a change in the sequence of steps, an addition or deletion, a parameter change, or a diagram/status board change. B. Routine Category 'A' and 'B' TFBRs may be submitted electronically following the instructions on FCDIT's web page at http://www.cnsl.spear.navy.mil/fcdit/fbr.htm. C. A Routine TFBR may also be submitted using Planned Maintenance System (PMS) form OPNAV 4790/7B. Each CSOSS revision requested requires a separate form for each system. If the same change is requested for several CSOSS documents within one system, it may be explained once and then the affected CSOSS documents listed. D. The printed information on the PMS form does <u>not</u> apply to CSOSS. Maintain a separate CSOSS Technical Feedback Reporting System. When using this form for CSOSS, the following instructions apply (see Figures 2, 3, and 4): <ol style="list-style-type: none"> 1. Fill in ship name and hull number in FROM block. 			
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<p>2. In the SERIAL # block, fill in a TFBR number (Example: 01-001) consisting of the current year and the TFBR's sequential position.</p> <p>3. In the DATE block, fill in the date the feedback is to be mailed.</p> <p>4. In the TO block, mark the appropriate square for Category 'A' or 'B' TFBRs. Line out NAVAL SEA SUPPORT CENTER. For Category 'A' TFBRs, write FCDIT in the space provided.</p> <p>5. Mark the SUBJECT blocks as follows:</p> <ul style="list-style-type: none"> a. In the SYSTEM block, fill in the system as appropriate (e.g. UW EQ, HWS, etc. and only one system per PMS form). b. In the APL block, write CSOSS. c. In the SYSCOM MIP block, fill in the CSOSS ID (e.g. CP 1/HWS). d. Leave the SYSCOM MRC block blank. <p>6. Mark the DESCRIPTION OF PROBLEM blocks as required. Mark the OTHER block to report the addition/deletion of equipment.</p> <p>7. Fill in the REMARKS section as follows:</p> <ul style="list-style-type: none"> a. For Category 'A' TFBRs, be specific. <ul style="list-style-type: none"> 1) Documents; specify CSOSS ID(s) of document(s) requested and the number of copies. 2) Binders; specify size (1", 2", 3") and number of each requested. 3) Binder inserts; specify volume number (front, back, and spine insert will be delivered). 4) Status boards; specify CSOSS ID(s) of status board(s), size and number requested (e.g. SB 2/CS -14 X 27 - 1 copy). b. For Category 'B' TFBRs, be as clear as possible. The more precise you are, the faster a response can be generated. <ul style="list-style-type: none"> 1) Identify the location of the problem in the CSOSS document (e.g. Step III.A.1, Page 3). 2) Describe the problem and recommend a solution. 3) Reference justification for the change where applicable. 4) Provide a copy of the reference pages that support the recommendation. 5) Make a copy of the procedure/diagram and mark it up to reflect the recommendation. Attach it to the 4790/7B form. Ensure corrections are legible. Do <u>not</u> obscure the original text. <p>8. In the signature blocks, indicate the person who would serve as the best point of contact with an asterisk (*). Make sure that name is legible and</p>			
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<p>includes a phone number when possible. The 3-M COORDINATOR block shall be signed by the CSOSS Coordinator.</p> <p style="text-align: center;">NOTE</p> <p>The CSOSS TFBR Reporting System shall be separate from the PMS FBR System.</p> <p>9. Fill in TFBR log as follows:</p> <ol style="list-style-type: none"> Under the TFBR SERIAL # column, enter the number used in the SERIAL # (Example:01-001) block of PMS form OPNAV 4790/7B, or the number identified in the subject line of the Urgent Message CSOSS Technical Feedback Report. Under the DATE SUBMIT column, enter the date used in the DATE block of PMS form OPNAV 4790/7B, or the date-time-group of the Urgent Message CSOSS Technical Feedback Report. Under the CAT column, enter the category selected on PMS form OPNAV 4790/7B, or 'U' for an Urgent Message CSOSS Technical Feedback Report. Under the DESCRIPTION OF PROBLEM column, enter a brief synopsis of why the TFBR was submitted. Enter the date the response is received under the RESP DATE column. <p>10. Distribute the feedback copies as follows:</p> <ol style="list-style-type: none"> White, yellow, and pink copies to FCDIT for all routine TFBRs. Blue is retained by CSOSS coordinator and placed in the TFBR log in back of the TFBR tab. Green is returned to the originating work center. <p style="text-align: center;">NOTE</p> <p>Do <u>not</u> send any copies to FTSCCLANT/FTSCCPAC.</p> <p>E. TFBRs are processed as quickly as possible. Generally, the more thorough the preparation, the easier and more rapid the response. Do all the homework possible before sending the TFBR.</p> <ol style="list-style-type: none"> Category 'A' TFBRs are sent to FCDIT. The items requested will be forwarded within 21 working days of receipt. 			
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<p>2. Category 'B' TFBRs are also sent to FCDIT. FCDIT will screen the TFBR and provide one of three possible responses:</p> <ul style="list-style-type: none"> a. CONCUR. Copies of the revised document(s) or authorized pen and ink change will be forwarded within 21 working days of receipt. b. DO <u>NOT</u> CONCUR. An explanation of the reason for <u>non-concurrence</u> will be forwarded within 21 working days of receipt. c. OTHER. Revised documents/pen and ink change authorization will be forwarded as with concur items. An explanation of the partial concurrence will accompany the revised document(s)/pen and ink change authorization. <p>3. Fill in CHANGE RECORD log as follows:</p> <ul style="list-style-type: none"> a. Under the CHANGE column, enter the serial number and date of the response letter, or the date-time-group of the response message. b. Under the DATE column, enter the date the change is installed in the CSOSS package. c. Under the TITLE OR BRIEF DESCRIPTION column, enter a brief synopsis of the change. d. Under the ENTERED BY column, enter the name of the person(s) installing the change. <p>4. Change Instruction Sheets will be placed in their respective volumes. The Transmittal Letters will be placed behind the CHANGE RECORD log sheets.</p> <p>5. The CSOSS Coordinator is responsible for ensuring changes are incorporated.</p> <p>V. <u>TECHNICAL FEEDBACK REPORT MAILING ADDRESS</u></p> <p>A. OFFICER IN CHARGE ATTN TFBR COORDINATOR FCDIT LITTLE CREEK 2340 AMPHIBIOUS DRIVE SUITE 125 NORFOLK VA 23521-2843</p>			
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<div>VI. <u>FIGURES</u></div> <div>A. EXAMPLE OF URGENT MESSAGE CSOSS TECHNICAL FEEDBACK REPORT</div> <div><div>FM USS _____// TO FCDIT LITTLE CREEK VA//00// INFO COMNAVSEASYSCOM WASHINGTON DC//PMS430// TYCOM//CODE// ISIC PHD NSWG PORT HUENEME CA//4C00/4C22// BT UNCLAS //N03500// MSGID/GENADMIN/-/_____/// SUBJ/URGENT CSOSS TECHNICAL FEEDBACK REPORT 99-____// REF/A/CSOSS ID/-/_____/// AMPN/_____/// POC/-/-/_____/TEL:_____/// RMKS/1. (PROVIDE DESCRIPTION OF PROBLEM.) 2. (PROVIDE RECOMMENDED SOLUTION - BE SPECIFIC - CITE JUSTIFICATION FOR CHANGE - PROVIDE REFERENCE DOCUMENTATION.) 3. (PROVIDE SHIP'S FORCE POC AND PHONE NUMBERS IF POSSIBLE.)// BT</div><div>_____</div><div>FIGURE 1. URGENT MESSAGE CSOSS TECHNICAL FEEDBACK REPORT</div><div>_____</div></div>			
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B. EXAMPLE OF A CATEGORY 'A' FEEDBACK REPORT

SEE INSTRUCTIONS ON BACK OF GREEN PAGE

FROM (SHIP NAME AND HULL NUMBER)		SERIAL #
USS Briscoe (DD-977)		91-5
		DATE
		01 JAN 01
TO		
<input checked="" type="checkbox"/> NAVAL SEA SUPPORT CENTER FCDIT (Category A)		
<input type="checkbox"/> TYPE COMMANDER (Category B)		
SUBJECT: PLANNED MAINTENANCE SYSTEM FEEDBACK REPORT		
SYSTEM, SUB-SYSTEM, OR COMPONENT	APL/CID/AN NO./MK. MOD.	
HWS	CSOSS	
SYS COM MIP CONTROL NUMBER	SYS COM MRC CONTROL NUMBER	
CP 1/HWS		
DESCRIPTION OF PROBLEM		
CATEGORY A	CATEGORY B	
<input checked="" type="checkbox"/> MIP/MRC REPLACEMENT	<input type="checkbox"/> TECHNICAL <input type="checkbox"/> TYCOM ASSISTANCE <input type="checkbox"/> OTHER (Specify)	
REMARKS		
Request two copies of the above procedure.		
ORIGINATOR & WORK CENTER CODE AV		DIV. OFFICER
* R.M. Spangenburg 680-7484		J. Jones
DEPT. HEAD		3-M COORDINATOR
F. Smith		M. Carter
Originator do not write below. For TYCOM use only.		
TYCOM	<input type="checkbox"/> CONCUR	<input type="checkbox"/> DO NOT CONCUR
	<input type="checkbox"/> TAKES ACTION	<input type="checkbox"/> PASSES FOR ACTION
TYCOM REP SIGNATURE		DATE
OPNAV 4790/78 (Rev 9-89)		
S/N 0107-1F-007-8000		
Edition of 3-84 may be used until exhausted		
ACTION COPY		
PAGE ____ OF ____		

FIGURE 2. CATEGORY 'A' FEEDBACK REPORT

DATA NAME

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C. EXAMPLE OF A CATEGORY 'B' FEEDBACK REPORT

SEE INSTRUCTIONS ON BACK OF GREEN PAGE

FROM (SHIP NAME AND HULL NUMBER)	SERIAL #
USS Briscoe (DD-977)	91-5
	DATE
	01 JAN 01

TO	<input type="checkbox"/> NAVAL SEA SUPPORT CENTER (Category A)
	<input checked="" type="checkbox"/> TYPE COMMANDER (Category B)

SUBJECT: PLANNED MAINTENANCE SYSTEM FEEDBACK REPORT

SYSTEM, SUB-SYSTEM, OR COMPONENT	APL/CID/AN NO /MK. MOD.
EWS	CSOSS
SYS COM MIP CONTROL NUMBER	SYS COM MRC CONTROL NUMBER
CP 4/EWS	

DESCRIPTION OF PROBLEM

CATEGORY A	CATEGORY B
<input type="checkbox"/> MIP/MRC REPLACEMENT	<input checked="" type="checkbox"/> TECHNICAL
	<input type="checkbox"/> TYCOM ASSISTANCE
	<input type="checkbox"/> OTHER (Specify)

REMARKS

The valve number in Step III.A.3.a, pg 2,
is incorrect. Change valve to read (V8)
vice (V9).

ORIGINATOR & WORK CENTER CODE	DIV. OFFICER
*D. Burns AV 680-7484	L. Allen
DEPT. HEAD	3-M COORDINATOR
R.M. Spangenburg	M. Carter

Originator do not write below. For TYCOM use only.

TYCOM	<input type="checkbox"/> CONCUR	<input type="checkbox"/> DO NOT CONCUR	<input type="checkbox"/> TAKES ACTION	<input type="checkbox"/> PASSES FOR ACTION
TYCOM REP SIGNATURE	DATE			

OPNAV 4790/78 (Rev 9-89)
S/N 0107-LF-007-8000

ACTION COPY

PAGE ____ OF ____

Edition of 3-84 may be used until exhausted

FIGURE 3. CATEGORY 'B' FEEDBACK REPORT

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D. EXAMPLE OF A MARKED UP PROCEDURE

PROCEDURE NAME	CSOSS ID		
EWS HEAT EXCHANGER HD-1079 ACTIVATION AND CONTROL	CP 4/EWS		
<p>II. <u>ENERGIZE</u></p> <p>A. To initialize HD-1079, set controls as follows:</p> <ol style="list-style-type: none">1. POWER circuit breaker -- ON <p style="text-align: center;">NOTE</p> <p>EWS Heat Exchanger HD-1079 will <u>not</u> start operating until EWS Display Console is energized.</p> <p>III. <u>PREOPERATIONAL CHECK/ACTIVATION</u></p> <p>A. To perform preoperational check of HD-1079, set controls and observe indications as follows:</p> <ol style="list-style-type: none">1. HD-1079:<ol style="list-style-type: none">a. Coolant-Level gauge -- 1.0 - 3.0 gallonsb. Valve 1 -- OPEN (in line with piping)c. Valve 2 -- SHUT (perpendicular to piping)d. Valve 3 -- OPEN (in line with piping)2. Valve ALPN-V-06-43-2 -- Open (CCW)3. HD-1079:<ol style="list-style-type: none">a. At Unit 4, open LP Air fill valve (V9 ^{V8}) until approximately 15 lbs of pressure is indicated on reservoir pressure gauge, then shut.4. Valve ALPN-V-06-43-2 -- Shut (CW) <p>B. Report to supervisor, "EWS Heat Exchanger HD-1079 initialized."</p> <p>IV. <u>DEENERGIZE</u></p> <p>A. To deenergize HD-1079, set controls as follows:</p> <ol style="list-style-type: none">1. POWER circuit breaker -- OFF <p>B. Report to supervisor, "EWS Heat Exchanger HD-1079 deenergized."</p>			
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FIGURE 4. MARKED UP PROCEDURE

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E. EXAMPLE OF TECHNICAL FEEDBACK REPORT LOG

CSOSS TECHNICAL FEEDBACK REPORT (TFBR) LOG

TFBR SERIAL #	DATE SUBMIT	RESP DATE	CAT	DESCRIPTION OF PROBLEM
93-001	6/1/93	6/26/93	B	VALVE #WRONG ON CP4/EWS
94-001	3/2/94	3/15/94	A	REPLACE BINDER FOR VOL 23
94-002	5/19/94	6/1/94	A	REPLACE CP4/EWS IN VOL 1.2 FOR ALT CSOOW
94-003	6/8/94	6/16/94	U	WARNING IDENTIFIED IN NEW TECH MAN MISSING IN CP4/EWS

FIGURE 5. TECHNICAL FEEDBACK REPORT LOG

F. EXAMPLE OF CSOSS CHANGE RECORD LOG

CSOSS CHANGE RECORD

CHANGE	DATE	TITLE OR BRIEF DESCRIPTION	ENTERED BY
4790 SER 11/10/97 23 FEB 98	3/1/98	CHANGES TO CIWS PROCEDURES	ETC CSOSS FCI CSOSS
120215 Z MAR 98	3/13/98	RESPONSE TO SONAR DOME PROCEDURES	ETC CSOSS STGL CSOSS

FIGURE 6. CSOSS CHANGE RECORD LOG